**peaceandwarpoetics – a checklist**

**Drafting (Phase I)**

Locate relevant written sources (online and/or print) *(keep track of source info)*

Locate relevant images, videos, audio files *(keep track of source info)*

Develop your own discussion of the topic, using source materials to get started *(use a mixture of paraphrase and quotation—avoid over-long quotations)*

Structure page: (1) opening summary, (2) factual material, (3) interpretive material, (4) other items of interest, (5) external resources, (6) references *(nos. 2-4 may vary depending on material)*

Position images and videos around where they should go

Create internal links *(no new window)* to other pages on wiki, external links *(new window)* to relevant web materials

Insert and format references *(paraphrases and quotations should be cited—in reference, name of page or site is hyperlinked—don’t simply append web address at end of, or instead of, reference)*

**Revising (Phase II)**

Check credibility of sources and external links *(avoid Wikipedia and sources that look biased or amateur)*

Assess your global structure *(is this the best order for your materials?)* and revise accordingly

Assess the structure of each section *(paragraph development? order of paragraphs?)* and revise accordingly

Look for material that isn’t relevant to the topic and cut it

Look for sections that go long and explore whether you should (a) trim them down, and/or (b) break them into paragraphs and/or subsections

Look for sections that are short and explore whether you should flesh them out *(remember that anything from class discussion, journal writing, essay work, and mini-lectures—no need to cite me—can be used as raw material)*

Make sure your discussion is in a consistent and objective tone

Look for redundancies with other pages *(connect with that workgroup and decide how to resolve)*

**Editing (Phase III)**

Edit all prose for clarity, concision, and correctness

Make sure transitions within sections are smooth *(anywhere you’ve added, cut, or moved material may need a new transition)*

Decide where to put visual and audio materials and whether/how to wrap text around them *(try to make the page pleasant to look at)*

Make sure image and audio files are internal *(have been uploaded to the wiki)*

Make sure section headings are clear, concise, and accurate *(all pages should have, as their last two sections, “External Resources” and “References”—the opening summary has no heading)*

Look for missed opportunities to link to wiki pages and external resources *(make the link)*

Make sure links to external pages open in a new window

Make sure images have appropriate captions *(photographs—name of person, place, or thing; artworks—title of work and (in parentheses) date completed)*

Make sure summary is brief but substantive *(capture the two or three most important points)*

Make sure links in External Resources section are accurate, brief, and descriptive

Make sure References section begins with “fair use” disclaimer

Make sure references are in correct format

**Formatting and Polishing (Phase III)**

Proofread for correctness, clarity, and concision *(everyone in group should proofread the page)*

Begin Summary with name of person, movement, concept, or condition, in **boldface**

Standardize heading format *(main headings: Heading 1 and a horizontal rule; then Heading 2, Heading 3, and so on)*

Standardize fonts *(Arial at 100% text size)*

Standardize “fair use” disclaimer *(same format as used on “Cubism” page*)

Look for spots where wikispace glitches have caused format problems *(see “Guy at Front of Room” for instructions on how to resolve glitches)*

You might paste this checklist into your page—so you can keep track of what’s been taken care of. • Phases I and II are the responsibility of the page’s workgroup. Phase III is the responsibility of the workgroup *and* the class as a whole (“global responsibility”). • If group communication is posing trouble—work it out. You have all the necessary tools at your disposal. • I’ll do one more careful review of your page. Your workgroup decides when that happens. E-mail me when you’re ready and I’ll post comments on the page within (I hope) 48 hours. • Keep checking the “Guy at Front of Room” page. That’s where I’ll address any issues that seem global in reach. Also keep checking “Help Me I’m Drowning.” That’s where to post questions about technical problems, and solutions, if you have them. And “Cubism” will give you a model of what I consider a finished page. • We’ll handle the home page collaboratively. • We also need to decide whether to open the page—once public—to changes by non-members.